

Coordination, Cooperation, & Connectivity Action Team
Meeting Notes
February 6, 2004

Attendance Bob Adams, Debra Alexander, Norma Bauer, Sharon Edgars, Kip Grimes, Clark Harder, Phil Kazmierski, Kirk Steudle, and Sara Smith

Meeting Overview
(25 words or less) Clark Harder, Moderator provided the purpose and vision for the Action Team. Team developed their Operating Charter, roles & responsibilities, and meeting format. Meeting dates and agenda for the first meeting was determined

Meeting Notes

1. Purpose and vision of the Action team was shared
2. Operating Charter, Roles and Responsibilities, and meeting format were developed. (see Operating Charter document)
3. Clark Harder will be Moderator.
4. Sharon Edgars will provide the administrative support and review the possibility of Teleconferencing capabilities.
5. Meeting dates, times, and locations were determined (see below)
6. Actions Items and Agenda Items for the next meeting were determined. (See below)

Action Items

1. All Team Members will review the operating charter.
2. All Team Members will begin reviewing issues, goals, and actions and think about what needs to be done to implement the items.
3. Identify other resources/experts to be part of the team.
4. Identify if there are other groups/councils that are working on similar issues.
5. All Team Members look for Partnering opportunities with other teams.

Proposed Agenda Topics For Next Meeting

1. Introductions and develop a common understanding of why each person is a member of this team.
2. Identify additional team members and expertise needed for team.
3. Obtain consensus on the goals/objectives of this groups so be begin with the end in mind.
4. Review actions/goals/issues for linkages for this team and also how it connects with all the other action teams. Focus on how the issue/goal/action relates to instate, outstate, or international.
5. Review of other groups/councils that are focusing on similar issues.
6. Draft agenda for next meeting.
7. Post critique of the meeting.

**Next Meeting
Dates**

1. Thursday, February 26, 2004 1:00-4:00 pm
Secondary Training Center, Lake Michigan Room, 7575 Crowner
Drive, Lansing, MI